



## Job Announcement

<http://mdcourts.gov>  
TTY/D use Maryland Relay Service

### REVISED - WORK LOCATION

<b>Opening Date:</b>	May 22, 2009	<b>Closing Date:</b>	June 5, 2009
<b>Job Title:</b>	Supervisor I (Civil)	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	000973	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	District 5, Prince George's County Upper Marlboro, Maryland	<b>Grade/Salary Range:</b>	J09 34,444 - \$40,948
		<b>Financial Disclosure:</b>	No

**Regular State employees are subject to promotion/demotion policy**

**Essential Functions:** This is supervisory work providing oversight to a staff of clerical or support service employees in the Landlord/Tenant Division of the District Court. Employees in this classification assign, direct, coordinate and evaluate the work of subordinate clerical staff. Oversees and performs a variety of clerical functions such as: entering case data into automated systems, filing case related documents, maintaining dockets, accepting and processing all monies received by the unit, and providing information to the general public. Trains staff on Court procedures and practices, automated systems, filing and office equipment.

**Education:** High School Diploma or GED.

**Experience:** Five years of general clerical experience, three of which must have been in a trial or appellate court of the United States.

**Preferred:** Graduation from the Judiciary's Court Professional Certificate Program.

**Note:** Applicants may substitute education at an accredited college or university for up to 2 years of the *related experience* at the rate of thirty semester credit hours for each year of experience.

**Skills/Abilities:** Knowledge of office practices, procedures, systems and equipment required to support the specialized work of the assigned unit. Ability to communicate clearly to superiors, staff and the public. Ability to train, assign, review and evaluate the work of subordinate employees. Ability to communicate clearly to supervisors, staff and the public; follow departmental rules, regulations, procedures and functions; to demonstrate good organizational skills; and to work within time constraints and meet fixed deadlines. Ability to operate a personal computer or terminal and a cash register. Ability to perform all essential functions of this position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, location and PIN number. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for materials sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave, Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov)

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.**